

EndNote[®] Web

NIH Library

Updated: February 25, 2009

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Part 1: Introduction

EndNote Web (<http://www.endnoteweb.com/>) is a web-based program developed to store, edit, and manage up to 10,000 bibliographic references. Anyone involved in gathering references for research or producing bibliographies can use *EndNote Web* to make managing collections easier. *EndNote Web* is free for all NIH staff due to our license to the *ISI Web of Knowledge*™.

You build a library by:

- importing references from a text file,
- manually adding references to the library,
- copying references from an *EndNote*®, *Reference Manager*® or *EndNote Web* library,
- connecting remotely to a database such as *PubMed*®, *Scopus*™, and *Google Scholar*™ and importing references into the *EndNote Web* library, or
- exporting references directly from *Web of Science*®.

The *Cite While You Write*™ feature works with Microsoft® Word (with free plug-in) to automatically format in-text citations and bibliographies into over 3,200 publishing styles. *EndNote Web* also allows online sharing of *EndNote Web* folders with colleagues.

A complement to the desktop-based *EndNote* program, *EndNote Web* allows users to access their references from anywhere. Users may add, edit or delete references, use *Cite While You Write*, search databases such as *PubMed*, and export references directly into *EndNote Web* folders.

Important Note: You can transfer references between *EndNote Web* and older versions of *EndNote*; however, direct import/export is only compatible with *EndNote X.0.2* or later.

Remote Access to Your *EndNote Web* Account: In order to use *EndNote Web* away from NIH, you must first register and login from an IP authenticated workstation at NIH. This confirms that you are a valid user with your institution and initiates roaming access for twelve months. After twelve months, you are required to login again from an IP authenticated workstation to re-establish your association with the institution. For more information, go to http://www.myendnoteweb.com/help/ENW/hs_roaming.htm

Using *EndNote Web*

You may access *EndNote Web* from <http://www.myendnoteweb.com/> or from the *Web of Science* database. To access *Web of Science*, go to the NIH Library's homepage at <http://nihlibrary.nih.gov/> and click the *Web of Science* link from the grey 'Quick Links' column on the left.

① Register for Access

If you are already registered in the *ISI Web of Knowledge*, you do not have to register for *EndNote Web*. Use the same login and password to access *EndNote Web*.

If you are not already registered, go to <http://www.myendnoteweb.com/> and click **Sign Up** to register for an account. Once you have registered, you can access your *EndNote Web* folders from within *Web of Science* or the *ISI Web of Knowledge* platform.

② Install Toolbars

At the bottom of the *EndNote Web* page, click the **Download Installers** link. You will need to install the plug-ins for *Cite While Your Write* for Microsoft Word for Windows or Macintosh and the *EndNote Web* toolbars for Internet Explorer or Firefox.

The screenshot displays the EndNote Web interface. On the left is a sidebar with a 'Quick Search' box containing a search field and a dropdown menu set to 'All My References', along with a 'Search' button. Below this is a 'My References' section showing 'All My References (0)', '[Unfiled] (0)', and 'Quick List (0)'. The main content area is titled 'Getting Started with EndNote Web' and features three numbered steps: 1. Collect (Collect references from electronic and traditional sources), 2. Organize (Organize your references for your research topics and papers), and 3. Format (Create a formatted bibliography for your paper or cite references while you write). Each step includes a list of actions: Collect (Search online database, Create a reference manually, Import references), Organize (Create a new group, Share a group, Find duplicate references), and Format (Create a formatted bibliography, Cite While You Write™ Plug-in, Format a paper). At the bottom of the page, a navigation bar contains links for 'Privacy', 'Acceptable Use', 'Download Installers' (which is circled in orange), and 'Feedback'. Below the links is the copyright notice: 'Copyright © 2008 The Thomson Corporation'.

Quick Search
Search for
in All My References
Search

My References
All My References (0)
[Unfiled] (0)
Quick List (0)

Getting Started with EndNote Web

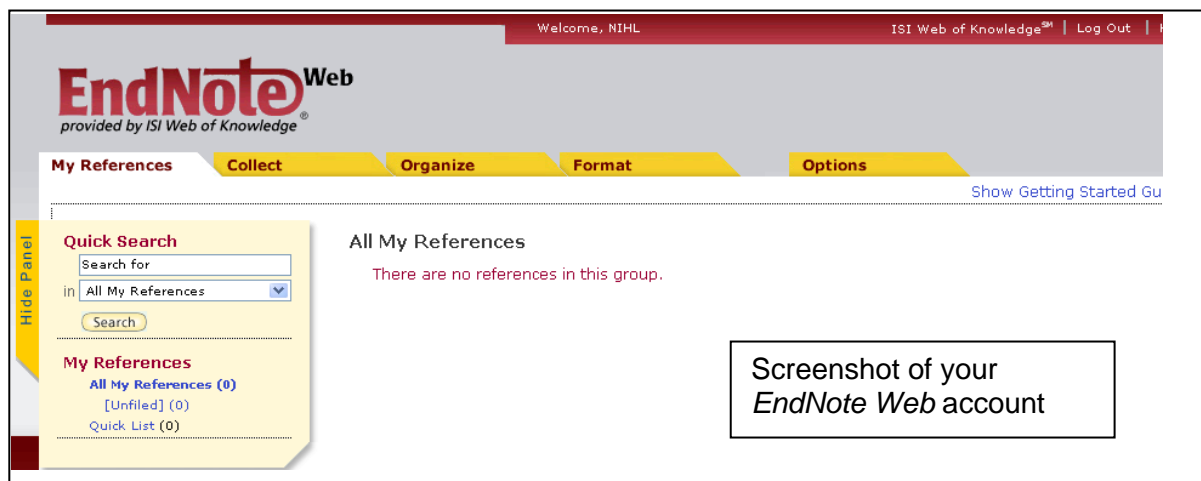
- 1 Collect**
Collect references from electronic and traditional sources.
 - Search online database
 - Create a reference manually
 - Import references
- 2 Organize**
Organize your references for your research topics and papers.
 - Create a new group
 - Share a group
 - Find duplicate references
- 3 Format**
Create a formatted bibliography for your paper or cite references while you write.
 - Create a formatted bibliography
 - Cite While You Write™ Plug-in
 - Format a paper

Privacy | Acceptable Use | **Download Installers** | Feedback
Copyright © 2008 The Thomson Corporation

Part 2: *EndNote Web* Interface and Creating Groups

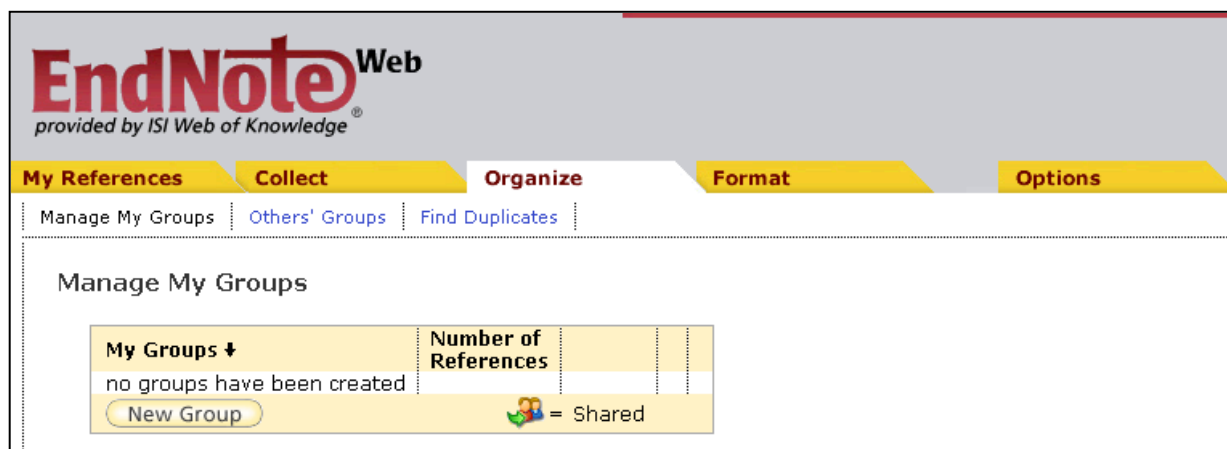
One library is assigned to each *EndNote Web* account. Multiple folders or groups can be created within your library to store references. References can belong to more than one group in your *EndNote Web* library.

At this time, no document storage is available. You cannot attach PDFs or other documents to an *EndNote Web* reference. However, you can put a link to a file on your computer in the reference's **Notes** field.



To Create a Group

1. Click the **Organize** tab.
2. From the Manage My Groups box, choose **New Group**.
3. Enter a name for the new group. Click **OK**.
4. Your folder will now appear under the listing of **My Groups**.



Part 3: Creating References Manually

One way to add references is to type them into your library. All reference fields have a 64,000-byte size limit.

1. From the **Collect** tab, click **New Reference**. New references are assigned the Generic reference type by default, but select the correct reference type for the item you want to add to your library (ex., journal article).
2. Enter information into each field as needed. Required reference fields are indicated with asterisks.
3. Scroll to the 'Groups' section at the bottom of the webpage and select a group to add this reference. All available groups will be listed, in addition to the option of creating a new group.
4. When finished entering text into each field, click **Save** to save your reference.

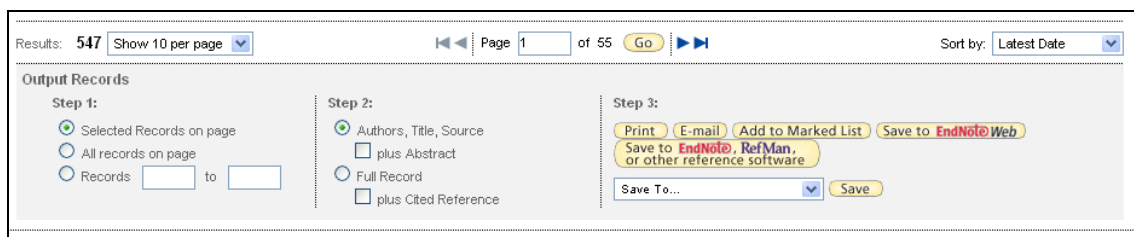
New references can also be created by importing from other databases, using direct export, searching from within *EndNote Web*, or importing references from *EndNote*, *Reference Manager* or *RefWorks*.

The screenshot shows the 'EndNote Web' interface, provided by ISI Web of Knowledge. The top navigation bar includes tabs for 'My References', 'Collect', 'Organize', 'Format', and 'Options'. Under the 'Collect' tab, there are links for 'Online Search', 'New Reference', and 'Import References'. The 'New Reference' form is displayed, featuring a 'Save' button and a 'Clear' button. The form is divided into sections: 'Groups' with a link to 'Add or remove', and 'Bibliographic Fields'. A note states: '* At least one of these fields must be filled out.' The 'Reference Type' is set to 'Journal Article'. The form includes input fields for: '* Author:', 'Title:', '* Year:', 'Journal:', 'Volume:', 'Issue:', 'Pages:', 'Start Page:', and 'Epub Date:'. A instruction below the author field reads: 'Use format Last Name, First name. Separate with ";"'.

Part 4: Directly Exporting References from *Web of Science*

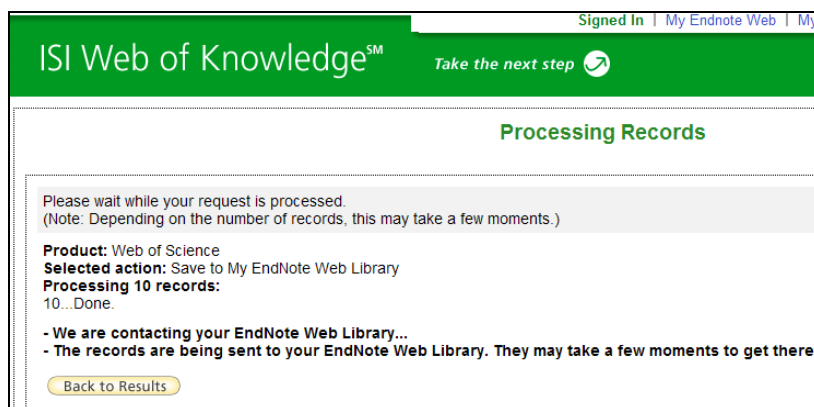
Directly export references from *ISI Web of Knowledge's Web of Science* to your *EndNote Web* library. To direct export from *Web of Science*, you must already be signed into your *ISI Web of Knowledge's Web of Science* personal account. Your *EndNote Web* and *Web of Science* account logins and passwords are the same.

1. Connect to *Web of Science* and conduct your search. Select references to export to *EndNote Web* by marking the check box or indicating the range of references at the bottom of the webpage under **Output Records**.




Screenshot from bottom of *Web of Science* results page.

2. Select the amount of citation information for each reference – author, title, source and abstract, full record, or full record plus cited references – to export.
3. Click the **Save to EndNote Web** [Save to EndNote Web](#) button.
4. An intermediary screen will appear indicating that your selected references are exporting to *EndNote Web*.



5. All references exported from *Web of Science* are deposited into the **Unfiled Group** in *EndNote Web*. These references must be moved to the appropriate group to be saved. If they are not moved, they will be lost when you exit your *EndNote Web* library.

Upon returning to your search results in *Web of Science*, all exported references will have a small icon  appearing under the reference number. This icon indicates the reference was added and is a shortcut to your *EndNote Web* library.

EndNote^{Web}
provided by ISI Web of Knowledge[®]

My References **Collect** **Organize** **Format** **Options** [Show Getting Started Guide](#)

Quick Search

Search for _____

in All My References ▼

[Search](#)

My References

All My References (205)

Dengue (0)

Farmer (79)

Malaria (19)

Marco 4/1/08 para 40 (36)

Moore-DCEG (44)

Moore-DCEG 2008 (14)

Riddle test (3)

Traveling Library (0)

[Unfiled] (10)

Quick List (0)

You have shared this group.

[Unfiled]

☐ All ☐ Page [Add to group...](#) [Copy to Quick List](#) [Delete](#)

<input type="checkbox"/>	Author	Year	Title
<input type="checkbox"/>	Emerich, D. F.	2008	Multifunctional peptide-based nanosystems for improving delivery of molecular imaging contrast agents Current Opinion in Molecular Therapeutics ISI Web of Knowledge SM → Source Record , Related Records , Times Cited: 0
<input type="checkbox"/>	Gerelli, Y.	2008	Structure and organization of phospholipid/polysaccharide nanoparticles Journal of Physics-Condensed Matter ISI Web of Knowledge SM → Source Record , Related Records , Times Cited: 0
<input type="checkbox"/>	Hartman, K. B.	2008	Detecting and treating cancer with nanotechnology Molecular Diagnosis & Therapy

References exported from *Web of Science* into *EndNote Web* include a URL back to the reference's record in the database. Click on the *ISI Web of Knowledge* green hyperlink under the journal's title to go back to the database.

Moving References Between Groups

1. Under the **My References** tab, click the group containing the references you want to move.
2. Use the check boxes to select specific references or only those on the page. Check **All** to move a complete collection of references at one time.

EndNote^{Web}
provided by ISI Web of Knowledge[®]

My References **Collect** **Organize** **Format** **Options** [Show Getting Started Guide](#)

Quick Search

Search for _____

in All My References ▼

[Search](#)

My References

All My References (10)

Malaria (0)

[Unfiled] (10)

Quick List (0)

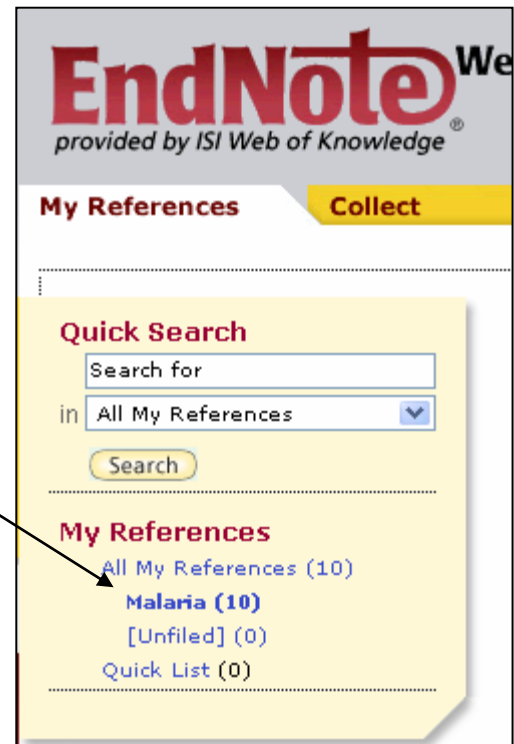
[Unfiled]

☐ All ☐ Page [Add to group...](#) [Copy to Quick List](#) [Delete](#)

<input type="checkbox"/>	Author	Year	Title	Edit
<input type="checkbox"/>	Anyanwu, E. C.	2007	Health effects of long-term exposure to insecticide-treated mosquito nets in the control of malaria in endemic regions, revised Thescientificworldjournal ISI Web of Knowledge SM → Source Record , Related Records , Times Cited: 0 	Edit
<input type="checkbox"/>	Babu, B. V.	2007	Personal-protection measures against mosquitoes: a study of practices and costs in a district, in the Indian state of Orissa, where malaria and lymphatic filariasis are co-endemic Annals of Tropical Medicine and Parasitology ISI Web of Knowledge SM → Source Record , Related Records , Times Cited: 0 	Edit

3. Select the group from the **Add to group...** drop-down menu.
4. All references will be moved automatically to the new group you have selected. The references will be removed from the Unfiled or original group.

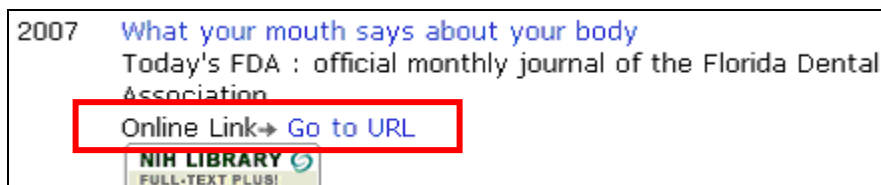
Now, all 10 references from the Unfiled Group are located in the Malaria group folder.



Part 5: Importing References from Databases Using Filters

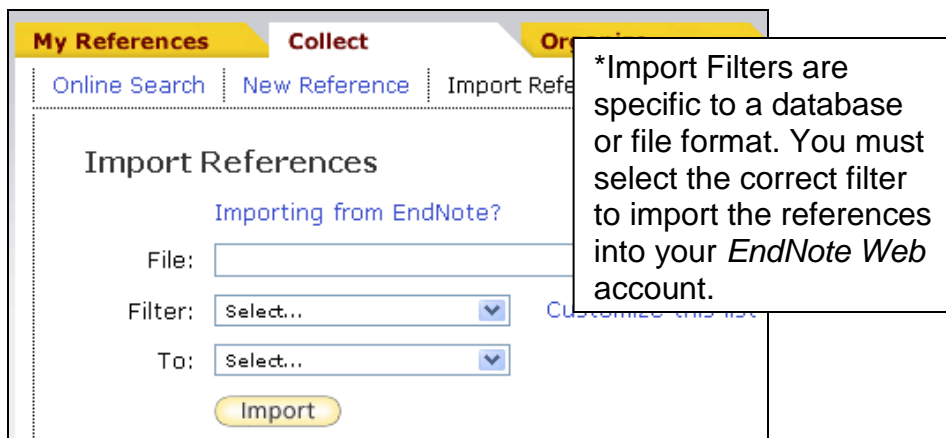
One of the easiest ways to build your *EndNote Web* library is to import references from standard sources such as online bibliographic databases (i.e., *PubMed*, *Scopus*, *OVID*), *Google Scholar* and library catalogs. *EndNote Web* can import references from many different sources and formats.

References imported from *PubMed* or *Scopus* will include a URL back to the reference's record in the original database. Click on the **Go To URL** blue hyperlink.



Importing References from the *PubMed* Database via the NIH Library Link

1. In *PubMed*, select the specific references you want to save to your library. Select items by checking the box to the left of a citation. If no references are selected, the default is to download all references.
2. In the pull-down **Display** menu, choose **MEDLINE** to replace the default format of Summary.
3. Choose **File** as the destination and click the **Send To** button to save the file to a folder on your hard drive or to your desktop.
4. Change the file name to something relevant (e.g., medicine.txt) from the default pubmed-result.txt.
5. In *EndNote Web*, click the **Collect** tab. Then select **Import References**.
6. Click **Browse** to locate the saved text file you just created.
7. From the **Filter** menu, select the **PubMed (NLM)** filter*.
8. Select the group to move these references to from the **To** drop-down menu.
9. Click **Import**.



Create a customized list of frequently used Import Filters by clicking on the **Customize this list** link from the Import References feature.

The screenshot shows the 'Import References' section of a software interface. At the top, there are tabs: 'My References', 'Collect', 'Organize', and 'Format'. Below these are links: 'Online Search', 'New Reference', and 'Import References'. The main heading is 'Import References'. Below it, the text 'Importing from EndNote?' is displayed. There are three input fields: 'File:' with a 'Browse...' button, 'Filter:' with a 'Select...' dropdown, and 'To:' with a 'Select...' dropdown. A yellow 'Import' button is at the bottom. A red box highlights the link 'Customize this list' next to the 'Filter:' dropdown.

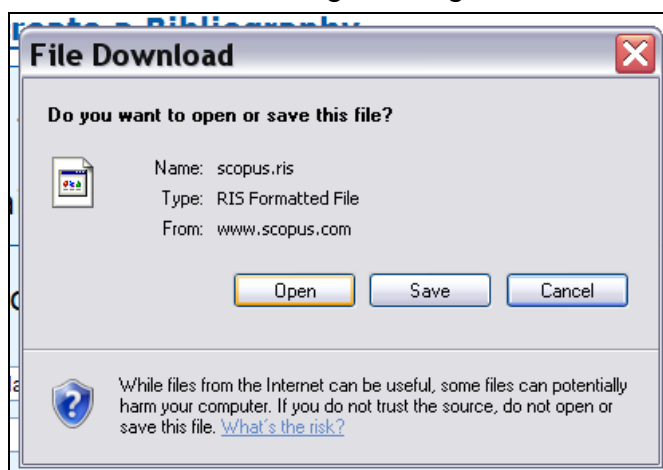
Next, select the import filters most frequently used (e.x., PubMed (NLM), RefMan RIS, Web of Science (ISI), CINAHL (Ebsco)), and copy them to the **My Favorites** column.

The screenshot shows the 'Import References' section with the 'Options' tab selected. The 'All' column lists various import filters, including 'CINAHL (SP)', 'Citation Indexes (ISI)', 'Cochrane Library (Wiley)', and others. The 'My Favorites' column is currently empty. A yellow box highlights the 'Copy to Favorites' button and the instructions: 'Add to my list (25 limit): 1. Select one or more. 2. Click the "Copy to Favorites" button.' Below this, there are instructions for removing items from favorites: 'Remove from my list: 1. Select one or more. 2. Click the "Remove from Favorites" button.'

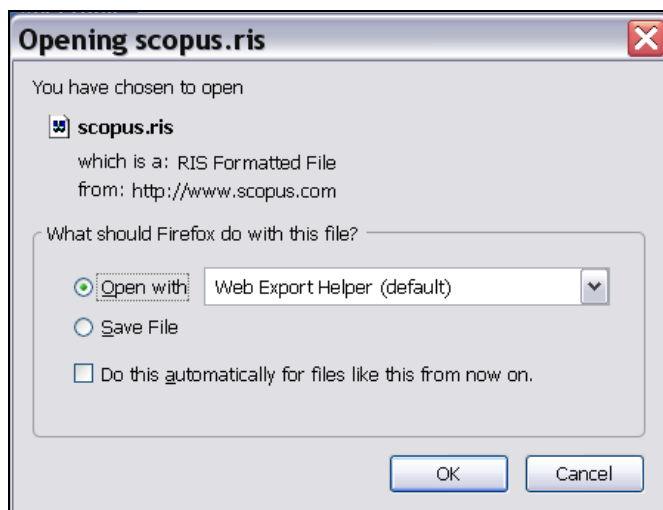
Importing References from the Scopus Database via the NIH Library

1. In *Scopus*, click to mark specific references, select all records on a page, or all records to save to your *EndNote Web* library.
2. Click the **Output** button.
3. Select the **Export** button.
4. Select the **Export format**: 'RIS format (Reference Manager, ProCite, EndNote)'.
5. Select the amount of information to export from **Output**: (citation, abstract only, etc.).
6. Click **Export**. Select **Open**.

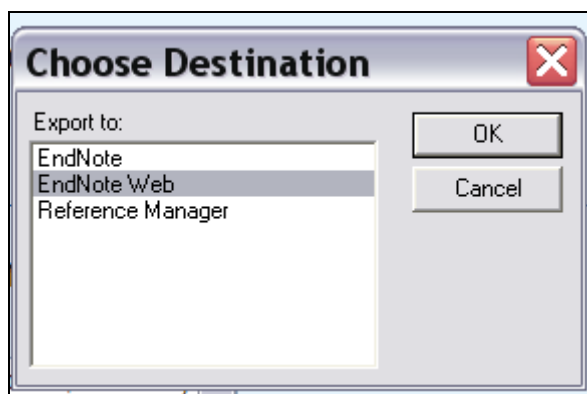
Using **Internet Explorer**, you will see the following message box.



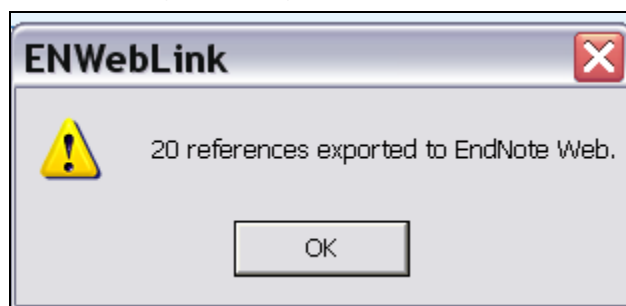
Using **Mozilla Firefox**, you will see the following message box. Select the “Open with” option and select **Web Export Helper (default)**. Then click **OK**. You will see the message box shown in #7.



7. Next, if you already have *EndNote* installed on your computer, a pop-up box will appear asking you to select the program you want to export the results into. Select *EndNote Web*.



8. After a few seconds, your selected references will be exported to your *EndNote Web* library, and the following message box will appear.



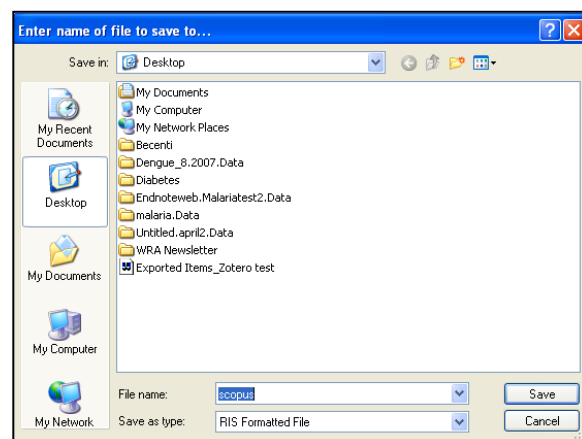
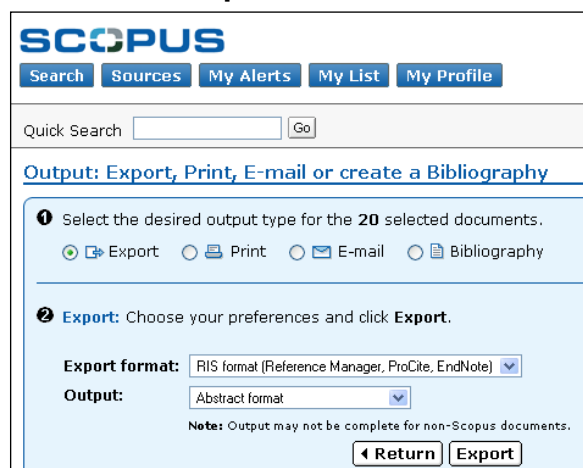
All references exported from *Web of Science* are deposited into the **Unfiled Group** in *EndNote Web*. These references must be moved to the appropriate group to be saved. If they are not moved, they will be lost when you exit your *EndNote Web* library.

Alternatively, you can export your references from *Scopus* as RIS formatted file.

1. In *Scopus*, click to mark specific references, select all records on a page, or all records to save to your *EndNote Web* library.
2. Click the **Output** button.
3. Select the **Export** button.
4. Select the **Export format**: 'RIS format (Reference Manager, ProCite, EndNote)'.
5. Select the amount of information to export from **Output**: (citation, abstract only, etc.).
6. Click **Export**. Select **Save** or **Save to Disk**.

In *EndNote Web*, click the **Collect** tab. Then select **Import References**.

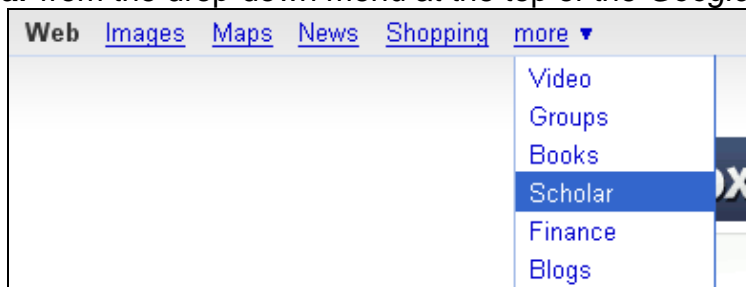
7. Click **Browse** to locate the text file you just created.
8. From the **Filter** menu, select the **RefMan RIS or Scopus** filter.
9. Select the group to move these references to from the **To** drop-down menu.
10. Click **Import**.



Importing References from Google Scholar

You can import references from *Google Scholar* into *EndNote Web*; however, you can only import them one at a time.

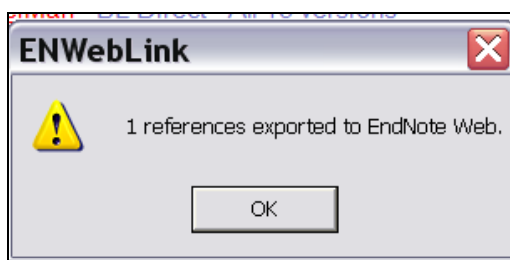
1. Open a web browser (*Mozilla Firefox*, *Internet Explorer* or *Safari*) and go to *Google*. Select **Scholar** from the drop-down menu at the top of the *Google* page.



2. From the *Google Scholar* page, click on **Scholar Preferences** to the right of the search box.
3. Scroll to the bottom to the **Bibliography Manager** section. Select **RefMan** for the option "Show links to import citations into". Click on **Save Preferences**.
4. Conduct a search in *Google Scholar*. From the search results screen, you will now see an **Import into RefMan** link under the citation.

Smallpox as a Biological Weapon Medical and Public Health Management- ► cdc.gov [HTML]
DA Henderson, TV Inglesby, JG Bartlett, MS Ascher, ... - JAMA, 1999 - Am Med Assoc
... **Smallpox** as a Biological Weapon Medical and Public Health Management. Donald ...
Smallpox is one of the most serious of these diseases. If ...
[Cited by 605](#) - [Related articles](#) - [Web Search](#) - [Import into RefMan](#) - [BL Direct](#) - [All 13 versions](#)

5. To bring the citation into *EndNote Web*, click on **Import into RefMan**.
6. A pop-up box will appear asking you to select the program you want to export the results into. Select **EndNote Web**. Click **OK**. A message box will appear indicating when your references have been moved into the Unfiled Group within your *EndNote Web* library. Do not forget to move these to the folder you want to keep them in permanently.

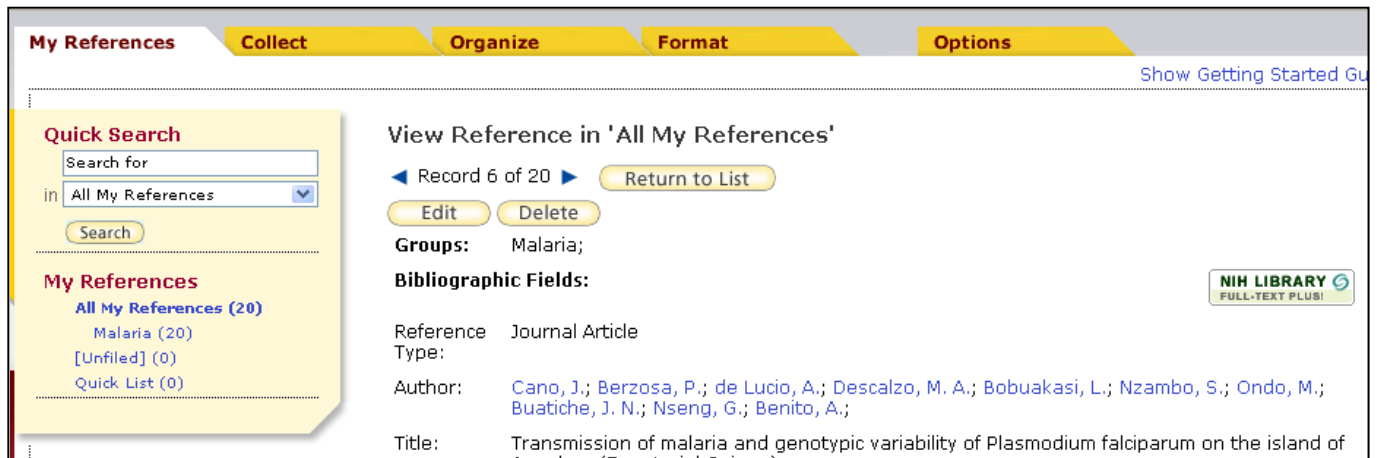


7. Repeat if you have multiple citations to import from *Google Scholar*.

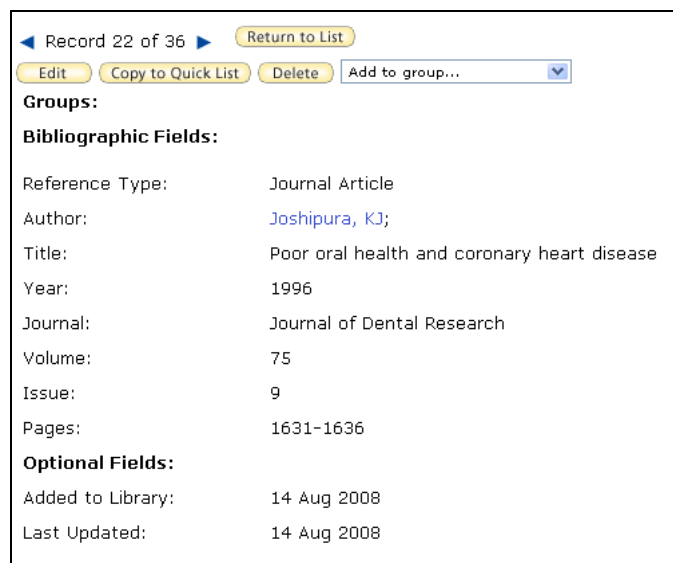
Part 6: Editing, Sorting, and Finding Duplicate References

Editing References

1. Click on the **Edit** button to the right of the title, or open a reference by clicking on the hyperlinked title. Then select Edit.
2. Make needed changes or additions.
3. Click **Save** when changes are completed.



Also, the date the reference was added to your *EndNote Web* library is now automatically included along with the date of any recent changes or updates.



Sorting References

Sort references by author, year, or title by clicking the column heading in the folder view.

Finding Duplicate References

EndNote Web lets you check for and identify duplicate references. You select a reference to be compared with all other references in that library or in all other libraries. You are notified if one or more duplicate references are found anywhere in your groups.

The **Find Duplicates** command is used to identify duplicate references in a library. Once the duplicate reference is removed it is permanently deleted from your library.

When using **Find Duplicates**, *EndNote Web* compares references based on the following fields: Author, Year, Title, and Reference Type.

To Check for Duplicates

1. Click the **Organize** tab, and then click **Find Duplicates**.
2. A list of all duplicates identified from your entire library is listed. Any reference identified as a duplicate will have a yellow background and a checkmark.
3. To delete duplicates, click the **Delete** button. You also may move the duplicates to another group.


Duplicate records should be compared to determine which reference in a pair of duplicates should be deleted.

Find Duplicates

☐ ALL ☒ Duplicates

	Author	Year	Title	Edit
<input type="checkbox"/>	Aplogan, A.	2007	[Population's behaviour and expectations concerning malaria control in Ouidah, Benin, April 2006]] Bull Soc Pathol Exot	Edit
<input checked="" type="checkbox"/>	Aplogan, A.	2007	[Population's behaviour and expectations concerning malaria control in Ouidah, Benin, April 2006]] Bull Soc Pathol Exot	Edit
<input type="checkbox"/>	Brentlinger, P. E.	2007	Prevalence and predictors of maternal peripheral malaria parasitemia in central Mozambique Am J Trop Med Hyg	Edit
<input checked="" type="checkbox"/>	Brentlinger, P. E.	2007	Prevalence and predictors of maternal peripheral malaria parasitemia in central Mozambique Am J Trop Med Hyg	Edit
<input type="checkbox"/>	Cano, J.	2007	Transmission of malaria and genotypic variability of Plasmodium falciparum on the island of Annobon (Equatorial Guinea) Malar J	Edit
<input checked="" type="checkbox"/>	Cano, J.	2007	Transmission of malaria and genotypic variability of Plasmodium falciparum on the island of Annobon (Equatorial Guinea) Malar J	Edit
<input type="checkbox"/>	Etang, J.	2007	A preliminary test of the protective efficacy of permethrin-treated bed nets in an area of Anopheles gambiae metabolic resistance to pyrethroids in north Cameroon Trans R Soc Trop Med Hyg	Edit
<input checked="" type="checkbox"/>	Etang, J.	2007	A preliminary test of the protective efficacy of permethrin-treated bed nets in an area of Anopheles gambiae metabolic resistance to pyrethroids in north Cameroon Trans R Soc Trop Med Hyg	Edit

Part 7: Organizing and Sharing References

You can share groups with colleagues in *EndNote Web*. Colleagues with access to your shared groups will see them under **My References**. An icon  will appear for each shared group. A limit of 500 groups is set. Each group name is limited to 255 characters.

Important Points about Sharing Groups

- You can share groups with *EndNote Web* users at any institution.
- You cannot insert shared references into a manuscript using *Cite While You Write*
- Access to shared groups can be designated as “Read & Write” or “Read-only”
- You can give *Read only* access to some users and *Read & Write* access to other users for the same group.
- If more than one person is editing the same reference simultaneously, the person who saves last will submit the final edits.
- Edits made by others to your shared references are tracked in a change log.
- Users with *Read & Write* access can edit reference data and remove the reference from the shared group. They cannot delete the reference from the owner's library.
- References in shared groups can be searched.
- References in shared groups cannot be copied to your ‘Quick List’.
- Shared groups are available to generate a bibliography or an export file.

Sharing Groups

1. Click the **Organize** tab, which will display the **Manage My Groups** page.
2. Find the group you wish to share and click the **Manage Sharing** button.
3. If you have not already shared this group with someone, it will give you the option to start sharing. Click the **Start sharing this group** hyperlink.
4. Enter up to 1,000 e-mail addresses in the pop-up box. Separate each address by pressing the Enter or Return key. You can also use the **Browse** feature to upload a text file with e-mail addresses separated by commas.
5. Select the level of access to this group - “Read Only” or “Read & Write”
6. Click the **Apply** button.



To modify the sharing settings for a group, click the **Manage Sharing** button and update the settings as needed.

Unsharing Groups

1. Click the **Organize** tab, which will display the **Manage My Groups** page.
2. Find the group you wish to unshare and uncheck the **Share** box.

Groups Shared With You

To see groups shared with you, click on the **Collect** tab, and then on the **Others' Groups** link to see the groups shared with you. Uncheck the box to not show this shared group on the main list.

Part 8: Transferring References to/from *EndNote* or *Reference Manager*

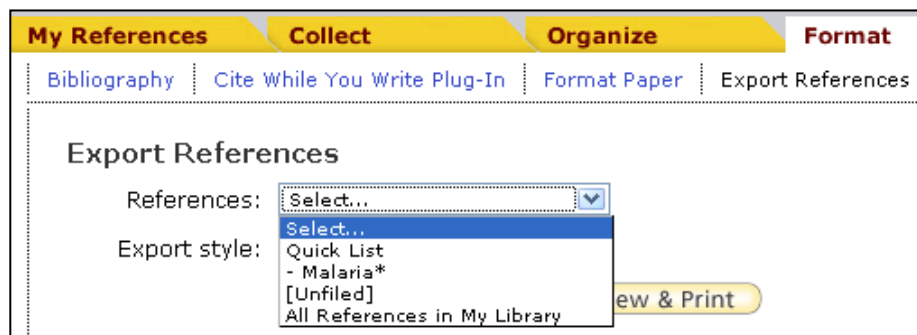
References can be transferred to or from *EndNote Web* to *EndNote* desktop libraries (version *EndNote X.0.2* or later). In addition, references can be transferred to *Reference Manager 11* libraries from *EndNote Web* using the RIS format and filter.

Important Points about Transfer with *EndNote*

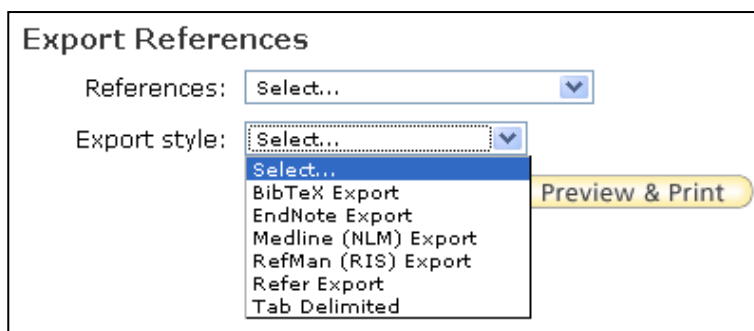
- Styled text is not supported in *EndNote Web*. References containing manually applied formatting will lose the formatting upon transfer to *EndNote Web* and when transferred back to *EndNote* on your desktop.
- Fields containing links to files in the *EndNote .Data* folder are not editable in *EndNote Web*. These fields are File Attachments and Figure (e.g., PDFs or images).

Exporting Groups

1. To export a group, click the **Format** tab and then click **Export References**.
2. Select the group of references to export from the drop-down menu.



3. Next, select the **Export Style** from the second drop-down menu. To export to *Reference Manager*, select the RefMan (RIS) Export style. To export to *EndNote 9* or earlier select the **RefMan (RIS) Export** style. A direct export option is available for *EndNote X.0.2* or later.



4. Click **Save**, and save to your desktop. Rename the text file to something you will remember and save.

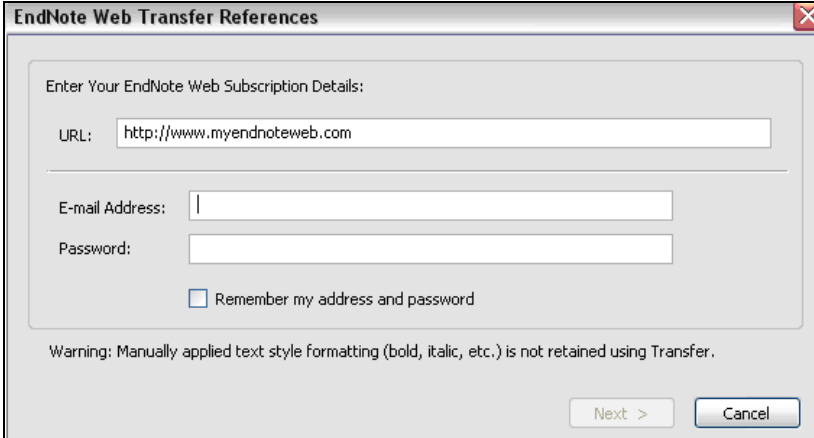
5. In **EndNote**, open a library and then select the **File** menu and then **Import**.
6. Locate the exported *EndNote Web* text file on your computer.
7. Select **Reference Manager (RIS)** as the **Import Option** filter. At this point, you can elect to import or discard any duplicate references.

Direct Export from *EndNote X.0.2*

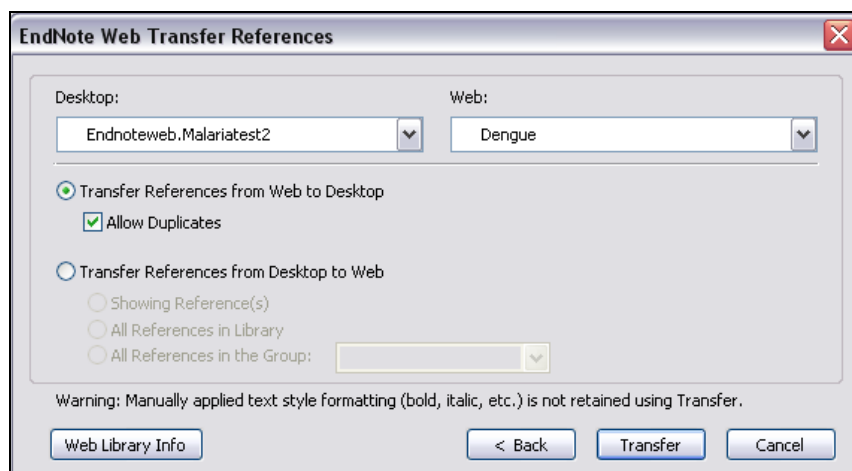
If using *EndNote X.0.2* or greater, a Direct Export feature is available for moving references between the desktop and web-based *EndNote* programs. The Direct Export feature is found in the desktop *EndNote* program.

To use the Direct Export feature, you must have downloaded the update to *EndNote X* from the *EndNote* website – <http://www.endnote.com>

1. In **EndNote**, go to **Tools** and select **Transfer to EndNote Web**.
2. You will be asked to enter in your *EndNote Web* subscription details so that a connection can be made. Add in the **e-mail address and password** for your *EndNote Web* and the URL to *EndNote Web* use - <http://www.myendnoteweb.com>. Select the checkbox to remember your e-mail and password. Click **Next**.

A screenshot of the 'EndNote Web Transfer References' dialog box. The title bar reads 'EndNote Web Transfer References'. Inside the dialog, there is a section titled 'Enter Your EndNote Web Subscription Details:'. Below this title, there are three input fields: 'URL:' with the text 'http://www.myendnoteweb.com' entered, 'E-mail Address:', and 'Password:'. Below these fields is a checkbox labeled 'Remember my address and password'. At the bottom of the dialog, there is a warning message: 'Warning: Manually applied text style formatting (bold, italic, etc.) is not retained using Transfer.' and two buttons: 'Next >' and 'Cancel'.

3. Now select whether you want to transfer references from *EndNote Web* to *EndNote* desktop or *EndNote* desktop to *EndNote Web*. Select whether to allow duplicates. Select which *EndNote Web* group you are transferring references to or from.



4. Click **Transfer**.
5. A message box will appear when transferring references are completed.

Importing Citations from *EndNote* or *Reference Manager*

1. In *EndNote*, go to the **Output Style** list on the toolbar and choose **Select Another Style**. Select the *RefMan (RIS)* style.
2. Go to the **File** menu and select **Export** to export your library as a plain text file. It will export everything in a library unless you manually select those references you want to export by using the Ctrl or Shift keys. Name the text file and save it.
3. In *EndNote Web*, click the **Collect** tab, and then click **Import References**.
4. Browse and select your text file.
5. From the **Filter** drop-down menu, select the *RefMan (RIS)* style.
6. Select from the **To** drop-down menu which group to move these references into.
7. Click **Import**.

Part 9: Using *Cite While You Write* (CWYW)

With *Cite While You Write*, you can link to references in your *EndNote Web* library without leaving your word processor and build a bibliography for your paper. You insert citations into your manuscript wherever you need to reference a statement. Once you insert a citation, it is permanently linked to a reference in the *EndNote Web* library. When you generate the bibliography, the unformatted citations turn into formatted citations and the bibliography appends to the end of the word processing document.

Bibliographic styles are used to control the appearance of references in a bibliography. The style takes care of all text styles, punctuation, and sorting required for the in-text citations and bibliography, as well as which fields are included in the bibliography. A set of standard styles is included with the *EndNote Web* program.

Setting Bibliographic Styles

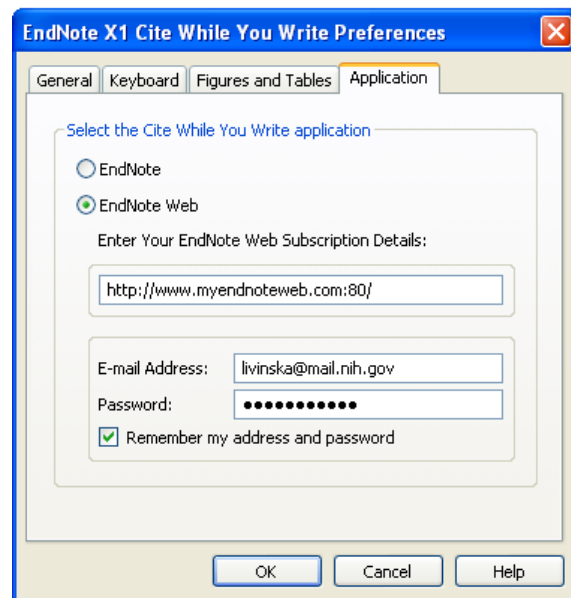
In *Microsoft Word*, the bibliographic style selected in the **Format Bibliography** sub-menu of the *EndNote Web* menu under **Tools** determines how *EndNote Web* formats the citations in your paper and in the bibliography. You can select a different style and reformat the document at any point.

Installing the *EndNote Web* Toolbar in *Microsoft Word*

IMPORTANT: If you have *EndNote X.0.2* or later installed for the desktop, you do not need to install the *Cite While You Write* plug-in. It is installed by default.

If you do not have *EndNote X.0.2* or later, you must install the *Cite While You Write* toolbar. If you did not install the toolbars earlier, you need to download the *Cite While You Write* toolbar to use this feature. *EndNote Web*'s CWYW is only compatible with *Microsoft Word* at this time. See Part 1 for instructions.

1. After installing the CWYW toolbar, go to Word. Click **Tools**, and then *EndNote Web* or *EndNote* (if you have this installed already).
2. Select **Cite While You Write Preferences**.
3. Click the **Application** tab, and select **EndNote Web**.
4. Type your e-mail address and password into the boxes for your *EndNote Web* account.
5. Checkmark **Remember my address and password**.



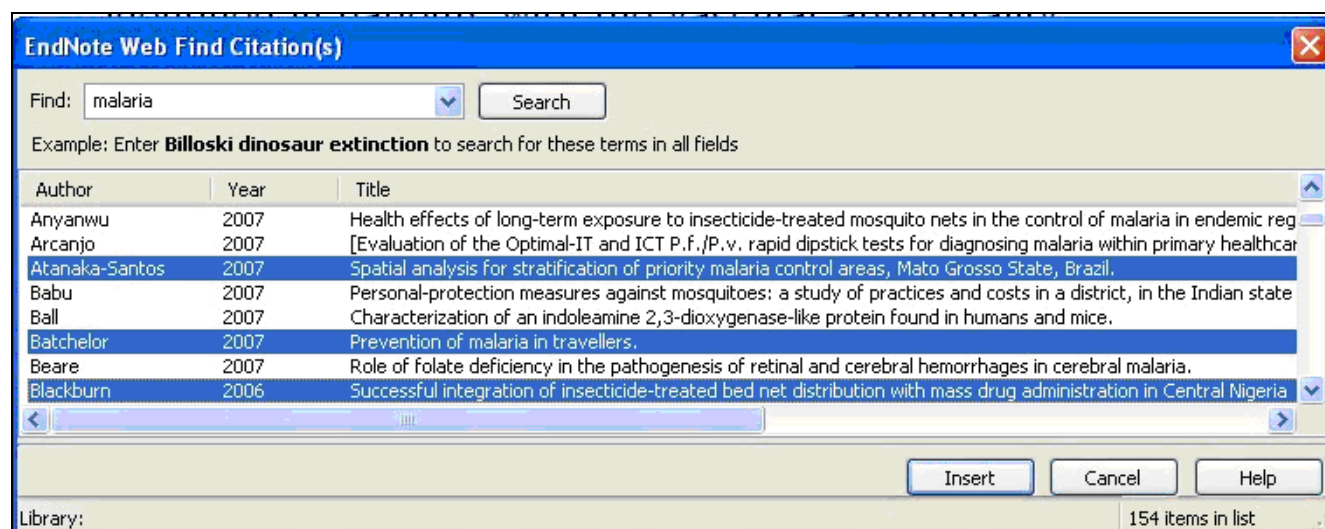
This eliminates the need to sign in and out each time you want to use *EndNote Web* and *Cite While You Write*.

The *EndNote Web* toolbar will now appear in Word. However, if you have the *EndNote* desktop program installed, you will need to select the toolbar for the version of *EndNote* used.

Inserting a Reference into a Manuscript

To insert references into your manuscript, make sure that your *EndNote Web* account is open.

1. To insert a reference, position the cursor in the sentence you want the reference to appear. If it is at the end of sentence, place the cursor before the period, with a space before and after the cursor.
2. From Word's **Tools** menu, choose *EndNote Web* then **Find Citation** (or use the shortcut toolbar and click on the magnifying glass icon).
3. Type in any word to retrieve references of interest in the **Find** box (ex., author last name, year, title keyword, journal name). You may select more than one citation by holding the CTRL key and clicking on each citation.
4. Select the reference of interest by highlighting it. Then, click on the **Insert** button.



If you have the **Instant Formatting** ON, the citation(s) will be formatted according to the output style selected. If you have it turned OFF, the citation(s) will now be in *EndNote Web*'s temporary citation format, using { } with the author last name and year of the article cited.

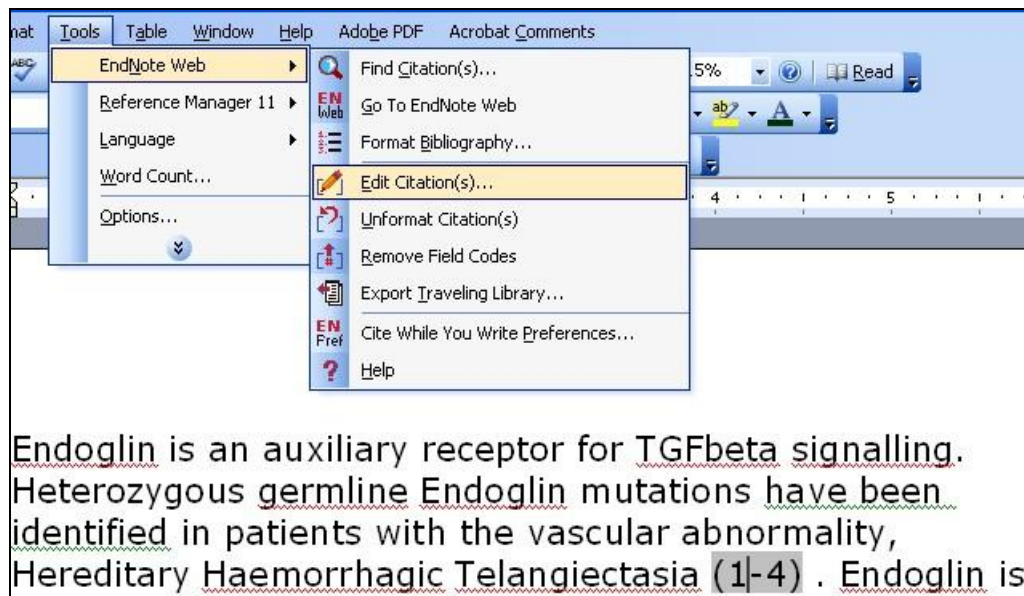
To turn ON or OFF the Instant Formatting, select the **Format Bibliography** option from the *EndNote Web* menu under **Tools**. Click on the **Instant Formatting** tab and click the Turn Off or Turn On button.



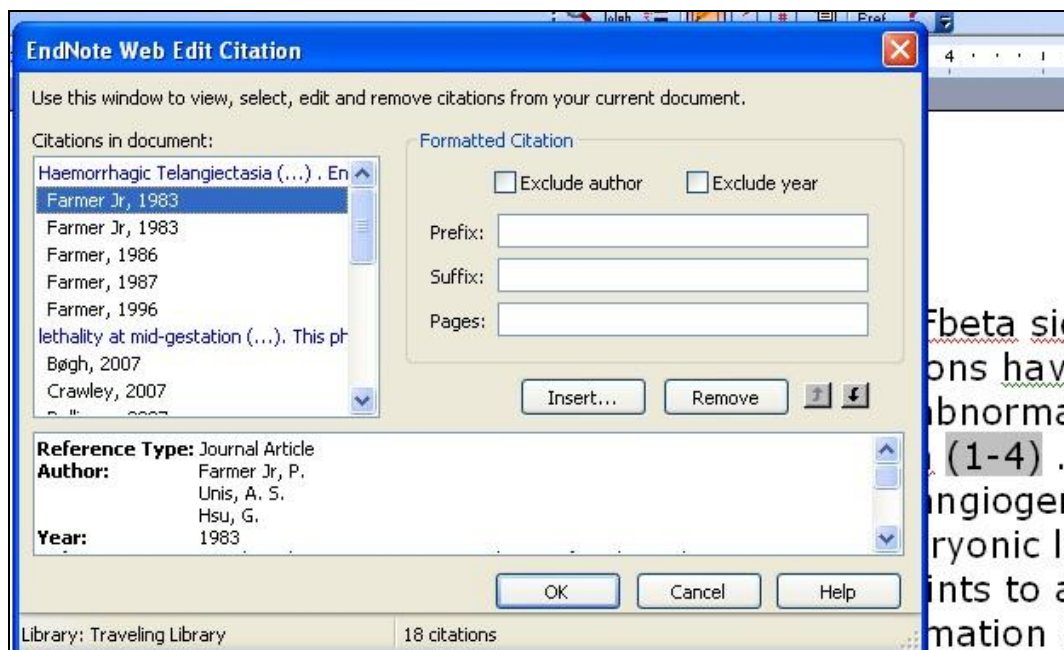
Moving or Deleting a Reference from Your Manuscript

References can only be deleted at the point of insertion. This will prompt a re-ordering of your bibliography.

1. Find the citation where it occurs in the text of your paper (i.e., the superscript number or parenthetical reference) and insert your cursor.
2. Go to **Tools**, then **EndNote Web**, and then **Edit Citation(s)**.



3. Select the reference from the list in the left-hand column. The manuscript text appears in blue font color, and citations in black. Author last name and year is shown for each reference.

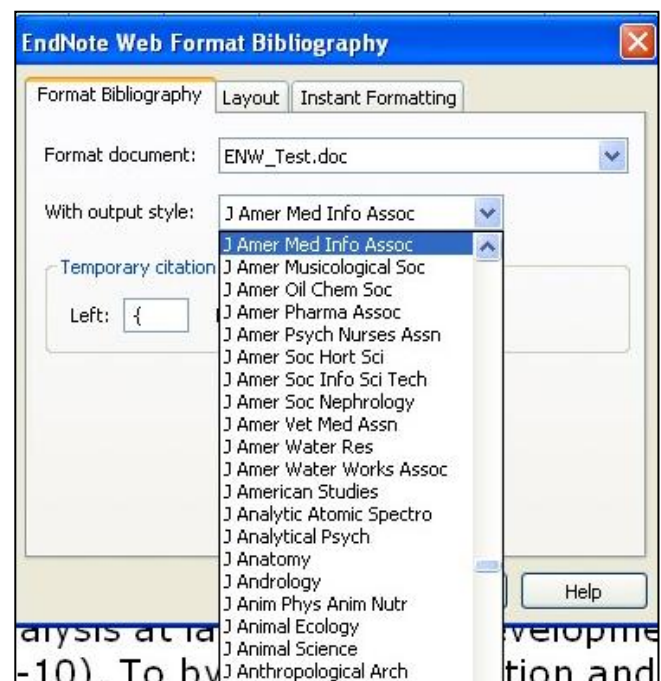


4. Click the **Remove** and **OK** buttons to delete the reference.

Changing the Output Style

1. In *Word*, go to **Tools**, then **EndNoteWeb**, and select **Format Bibliography**.
2. From the **With Output Style** drop-down menu, select the journal citation style.
3. Click **OK** to begin formatting the paper.

EndNote Web includes over 3,200 output styles. However, some journals are not included or may have recently been updated. In these cases, contact the NIH Library for assistance in creating a new output style for the journal of interest, or in editing an existing output style. Unfortunately, with *EndNote Web* you cannot do this yourself.



Removing Field Codes

Each formatted reference in your document is saved with field codes that embed reference data in the document. Before sending a manuscript to an editor or publisher, the field codes embedded within an *EndNote* or *EndNote Web* document usually are removed. This deletes the underlying codes but preserves the layout, allowing the publisher or editor to make copy changes.

Once field codes are removed, they **cannot be reinserted** and the reference style and bibliography cannot be automatically reformatted to another style.

1. Create a back-up copy of your manuscript in *Word*.
2. In *Word*, from the **Tools** menu go to **Endnote Web** and then to **Remove Field Codes**.
3. A prompt will appear and a copy of the manuscript will open in a new window without the field codes. Click **OK**. This new copy no longer contains field codes linking the references and bibliography back to *EndNote Web* and the output style cannot be changed.

Part 10: The Traveling Library

Each formatted reference in your document is saved with field codes that embed reference data in the document. The paper contains a “traveling library” of references cited.

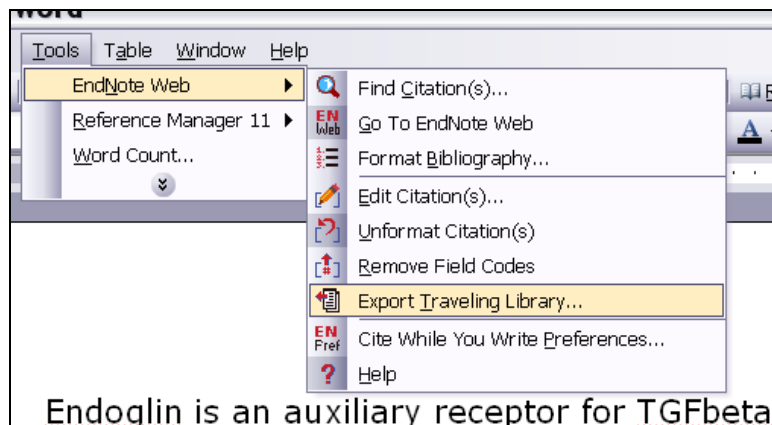
The first time a reference is formatted; *EndNote Web* looks in the open library and finds the corresponding reference. If you later reformat, *EndNote Web* again looks for the library and that reference. However, if the library is not available or not open, *EndNote Web* will use the Traveling Library for reference information. The data saved with each reference includes the database name and location and all fields except Notes and Abstract. Because reference data are kept with each formatted reference, you can collaborate with other authors on a paper without each author having the same library of references.

If you are co-authoring a paper with someone who is also using an *EndNote* or *EndNote Web* library, you can send a copy of the manuscript and your co-author can generate an *EndNote* or *EndNote Web* library of the references inserted into the manuscript - this is the Traveling Library. The co-author can then insert new references and send the manuscript back to you, and a new Traveling Library is generated.

To Create a Traveling Library

1. In *Word*, select **Tools**, then **EndNoteWeb**, and then **Export Traveling Library**.
2. A box will appear stating export is complete. Click **OK**.
3. In *EndNote Web*, these references are placed in the **Unfiled Group**. You have to move these references to another folder to save them for future use.

Using the Traveling Library, both authors can maintain an *EndNote Web* library that is up-to-date with all the references in the shared paper.



Part 11: Accessing Full-Text from Within *EndNote* Web



As *EndNote Web* recognized your account as originating from the NIH, you automatically see the **NIH Library FULL-TEXT PLUS!** button (green) below the reference information in *EndNote Web*.

To access the full-text of an article, click on the FULL-TEXT PLUS! button and an intermediary screen will appear indicating whether the NIH Library has purchased access to the journal article, or whether you must order it via Document Delivery. For the example below, we provide access to the article from 4 different vendors or sources.

Whatever database you are searching, the NIH Library's **FULL-TEXT PLUS!** button should appear. Always use this button to access the full-text of an article, or request it via document delivery if we do not have it.

If you do not see it, please contact the NIH Library for assistance. Sometimes it is a matter of your computer's IP address not being recognized as originating from NIH.

The screenshot displays the EndNote Web interface. On the left, a sidebar shows the NIH Library logo and a list of search results. The first result is titled "Infectious disease in Haiti - HIV/AIDS, tuberculosis and social inequalities" and is from EMBO reports. Below the title, there are four options for accessing the full text: Nature, ProQuest Health and Medical Complete, ProQuest Research Library, and PubMed Central. Each option includes a "GO" button. A green box labeled "2" highlights the "Full Text Plus! services available for this record:" section. At the bottom of the sidebar, there is a "Groups Shared by Others" section with links to Autism, Malaria, and melanoma.

The main content area on the right shows the search results for "oral health" AND "heart disease" - Pu... The first result is titled "Infectious disease in Haiti - HIV/AIDS, tuberculosis and social inequalities" and is from EMBO REPORTS. Below the title, there is a green button labeled "NIH LIBRARY FULL-TEXT PLUS!" with a white arrow pointing to it, labeled "1". Below this button, there is a link to "Source Record, Related Records, Times Cited: 3". The second result is titled "Understanding and applying anthropological theory to clinical practice in Haiti" and is from the AMERICAN JOURNAL OF PUBLIC HEALTH. Below this title, there is a green button labeled "NIH LIBRARY FULL-TEXT PLUS!" with a white arrow pointing to it, labeled "1". Below this button, there is a link to "Source Record, Related Records, Times Cited: 37".